

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF GENETIC COUNSELORS

**THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED  
MEETING OF THE BOARD REGISTRATION OF GENETIC COUNSELORS  
IN COMPLIANCE WITH THE OPEN MEETING LAW, G.L. c. 30A, § 20**

BOARD MEETING

Monday, July 2, 2013

9:30 a.m.

239 Causeway Street – 4<sup>th</sup> floor, Room 419  
Boston, MA 02114

Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes  
A. June 3, 2013 Regularly Scheduled Meeting
- IV. Adjudicatory Session (closed session)  
None
- V. M.G.L. c. 112, § 65C Session (closed session)  
A. Investigative Conference  
SA-INV-4010: Review of requested investigation materials  
Conference with applicant for full license 10:15 a.m.
- VI. Applications for Full Licensure
- VII. Staff Assignments  
None
- VIII. Complaints  
None
- IX. Scope of Practice Inquiries  
None
- X. Other Business/Announcements  
A. Introduction of New DHPL Staff  
B. Delegation of Authority to Executive Director
- XI. Adjourn

**COMMONWEALTH OF MASSACHUSETTS**  
**BOARD OF REGISTRATION OF GENETIC COUNSELORS**

BOARD MEETING  
July 2, 2013  
239 CAUSEWAY STREET, BOSTON, MA 02114  
ROOM 421

MINUTES

Board Members Present: Gretchen Schneider, Chair  
Kristen Mahoney Shannon, Vice-Chair  
Jacqueline Rodriguez-Louis, Public Member

Staff Present: Stephanie Everett, Executive Director  
Ichelle Herbu, Assistant to Executive Director  
Joelle Stein, Board Counsel, OGC, DPH  
Anson Chu, Administrative Assistant

- I. Call to Order  
Ms. Schneider, Chair, called the Meeting to order at 9:40 a.m.
- II. Approval of Agenda  
The Board Meeting Agenda was reviewed. Ms. Schneider made a motion to accept the Agenda as presented; Ms. Rodriguez-Louis seconded the motion. The motion passed unanimously.  
  
Document: July 2, 2013 Board Meeting Agenda
- III. Approval of Minutes
  - A. June 3, 2013 Board Meeting  
Ms. Schneider made a motion to accept the Minutes of the June 3, 2013 Board Meeting as presented; Ms. Rodriguez-Louis seconded the motion. The motion passed unanimously.  
  
Document: June 3, 2013 Board Meeting Minutes
- IV. Adjudicatory Session (closed session)  
None.
- V. M.G.L. c. 112, § 65C Session (closed session)  
[Ms. Shannon made a motion to go into the Section 65C Session at 9:41 a.m.; Ms. Schneider seconded the motion. The motion passed unanimously.]
  - A. Investigative Conference

SA-INV-4010: Review of requested investigation materials  
Conference with applicant for full license 10:15 a.m.

[Ms. Schneider made a motion to go out of the Section 65C Session at 11:12 a.m.; Ms. Shannon seconded the motion. The motion passed unanimously.]

VI. Applications for Full Licensure  
None.

VII. Staff Assignments  
None.

VIII. Complaints  
None.

IX. Scope of Practice Inquiries  
None.

X. Other Business/Announcements  
A. Introductions of new Multiboard staff

Ms. Stein introduced Stephanie Everett, the new Executive Director for the MultiBoards.

Documents: None

B. Delegation of Authority to Executive Director

Ms. Stein discussed with the Board the delegation of Board authority to the Executive Director to perform specific actions and to sign documents on behalf of the Board.

Motion by Ms. Shannon to delegate the authority delegated to the former Executive Director to Ms. Everett, Executive Director; Ms. Rodriguez-Louis seconded the motion. The motion passed unanimously.

Documents: None

XI. Adjournment  
There being no other business before the Board, Ms. Schneider made a motion to adjourn the meeting; Ms. Rodriguez-Louis seconded the motion. The motion passed unanimously. The meeting was adjourned at 11:38 a.m.

The next meeting of the Board of Registration of Genetic Counselors will be held on Thursday, September 26, 2013, beginning at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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Gretchen Schneider  
Chair

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Date